

Level 3 Management, Data and AI Foundations.

This programme develops managers into data-confident leaders who turn operational data into clear, actionable decisions. It reflects the growing need for managers to confidently use data to drive impact across their teams and the wider business.

Designed for those already working with data, it builds practical skills to structure and interpret raw data, create dashboards and visual reports, measure performance, spot trends, and communicate insights with clarity and confidence using tools such as Excel, Power BI, and AI.

The result is managers who can translate data into impact. Improving performance, efficiency, and decision-making across teams.

Who's it for?

Team leaders and managers who regularly work with data but want to build confidence, capability, and impact.

Ideal for those using raw operational data (e.g. performance metrics, customer data, financials) to support reporting, decision-making, and team performance. Whether it's managing call volumes, tracking team performance, forecasting demand or improving processes, this programme helps managers move beyond basic reporting and start using insights to actively drive results.

Best suited to managers who:

- Spend significant time on manual data processes
- Use spreadsheets, dashboards, or systems (e.g. Salesforce, Workday, ERP)
- Own reporting, performance management, budgeting, or planning*
- Present data to stakeholders or influence decisions*
- Want to improve efficiency through better use of data*
- Want to deliver more persuasive, insight-led recommendations

Business impacts

- ✓ Faster, more accurate decision-making using real-time data
- ✓ Improved forecasting and planning through data-driven insight
- ✓ Continuous improvement via trend and root-cause analysis
- ✓ Greater value from existing data systems. No new tech required

Built for performance

- ✓ **AI embedded across every programme.** Equipping your workforce to develop job-ready skills that boost productivity and drive business impact
- ✓ **Measurable business impact, not just learning outcomes.** Learners complete real workplace projects, supported by Coaches who help translate skills into demonstrable ROI
- ✓ **Hands-on learning through virtual labs.** Guided virtual labs allow learners to safely experiment with real tools and technologies, mirroring real-world technical environments
- ✓ **Relevant, tailored learning.** Datasets and case studies are adapted to ensure learning remains relevant to the individual and the sector or business area they work in
- ✓ **Verified digital credentials employers can trust.** Digital badges and vendor-aligned certifications provide secure, shareable evidence of skills and progression
- ✓ **Personalised Continuous Development.** Learners have the 'digital edge' — masterclasses, podcasts, guest speakers, in-person meet-ups, on demand e-learning tech modules — all available according to their needs and interests

Programme overview.

Apprenticeship standard: Data Technician

Cost: £13,000

Duration: 17 months

Entry requirements

As a minimum learners will need to have:

- Five GCSEs at grades 9 to 4 (A* to C), or
- Relevant work experience

For learners that do not have GCSE English and/or maths at grades 9 to 4 (A* to C):

- Learners aged 16–18 years must study and pass Functional Skills English and/or maths as part of the apprenticeship programme
- Learners aged 19 or above on the day they start the programme do not need to study or pass Functional Skills English and/or maths, unless required by their employer



Prepare for the challenges of tomorrow

Get ahead of evolving workforce skills needs

Every BPP apprentice has access to our exclusive Emerging Skills programme.

Comprised of four bespoke courses, the programme combines expertise from BPP, Microsoft and xUnlocked to give learners essential knowledge and skills in the rapidly emerging areas of AI, cyber security and sustainability.

- ✓ Available to all learners at no extra cost
- ✓ Accessible anytime, anywhere via our virtual learning platform
- ✓ Self-paced learning to fit into any busy schedule



Programme contents

Generative AI Fundamentals (Four modules)

Developed by BPP's expert data scientists, this course offers an introduction to working with generative AI effectively, safely and ethically.

Introduction to Sustainability (Six modules)

Developed in partnership with sustainability experts, xUnlocked, this course builds fundamental knowledge on sustainability and sustainable working practices.

Microsoft AI and Security Essentials (Seven modules)

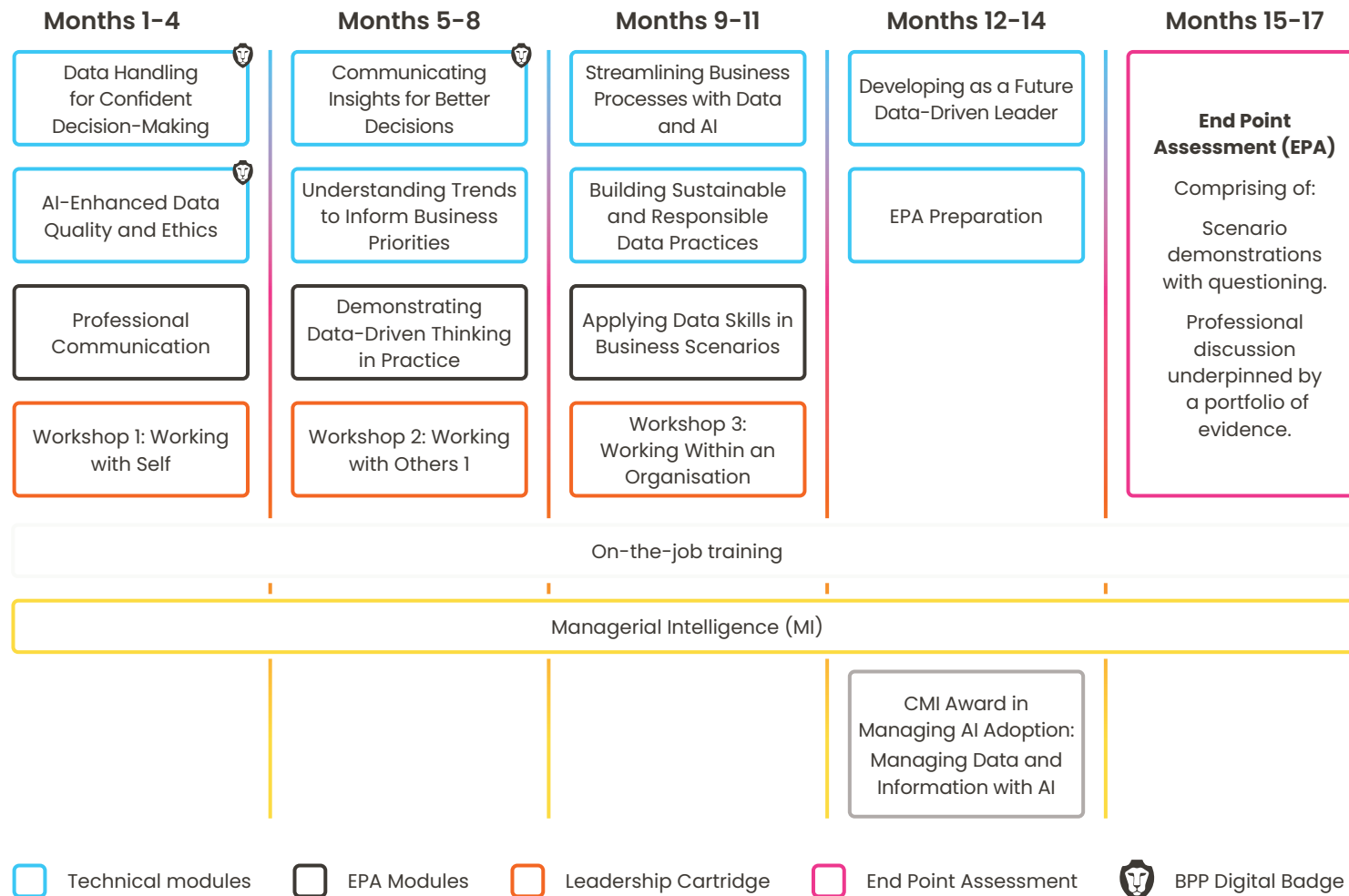
This course begins with a core AI Essentials pathway, followed by a choice between AI Fundamentals or Security. Microsoft digital badges are awarded throughout, with the option to earn a recognised Microsoft Certification upon completion.

Cyber Security (Three modules)

Designed by BPP's cyber experts, this course provides a clear and practical introduction to the importance of cyber security, the most common attack techniques everyone should be aware of, and the fast-changing digital threat landscape.

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17-month programme (inc. EPA)



Apprenticeship standard

Data Technician

Delivered by

BPP

Qualifications

- CMI Award in Managing AI Adoption
- CMI Foundation Chartered Manager status
- Accredited Association for Coaching 'Leader as Coach'

Time commitment*

- 14 months** on programme
- 3 hours per week** in online live training sessions
- 3 online** 'Leader as Coach' workshops (4 hours per workshop)
- 2-3 hours** guided self-study, per module, via our virtual learning platform
- 1-hour** performance coaching session, every month
- 1-hour** progress review, every eight weeks
- 1-hour** EPA preparation session
- 3 months** in End Point Assessment
- Off-the-job training** (average six hours a week) Dedicated learning time within working hours to build apprenticeship skills, including training, mentoring, online learning, and project work

- Optional professional qualification**
Professional exams are optional and not required to complete the apprenticeship. One attempt per certification is included; resits are covered by the employer. Learners sit exams only after passing a mock test

*On average.

Programme modules.

Data Handling for Confident Decision-Making

Leaders build the confidence to work with raw business data, structuring and preparing it for meaningful analysis. They explore how to clean, organise and interpret information that underpins everyday decisions, enabling faster, more accurate responses to operational challenges.

Understanding Trends to Inform Business Priorities

Leaders develop the skills to identify patterns, trends and anomalies within operational data. They explore how to track performance over time and interpret changes that impact business outcomes. This enables managers to anticipate challenges, prioritise effectively and make proactive decisions that improve performance and support long-term planning.

Developing as a Future Data-Driven Leader

Leaders build the mindset and behaviours required to lead with data in a modern business environment. They strengthen decision-making, communication and problem-solving skills, learning how to use insight to influence outcomes and drive improvement.

AI-Enhanced Data Quality and Ethics

Leaders develop the ability to ensure data is accurate, reliable and used responsibly. They explore how AI can support validation, identify inconsistencies and improve data quality, while understanding the ethical and regulatory considerations that underpin data use. This helps organisations reduce risk, improve trust in reporting and make decisions based on credible, well-governed information.

Streamlining Business Processes with Data and AI

Leaders explore how data and AI can be used to improve efficiency and reduce manual workload. They identify opportunities to automate repetitive tasks, simplify processes and optimise resource use. By applying these techniques, leaders help organisations improve productivity, reduce costs and create more scalable, efficient ways of working.

Communicating Insights for Better Decisions

Leaders enhance their ability to present data clearly and influence decision-making. They explore how to create impactful visuals, dashboards and narratives that translate complex information into actionable insight. By strengthening communication skills, leaders help stakeholders understand performance more easily and act with greater clarity and confidence.

Building Sustainable and Responsible Data Practices

Leaders develop an understanding of how to manage data in a secure, compliant and sustainable way. They explore best practices in data governance, privacy and responsible usage, ensuring data is handled ethically and effectively.

Programme modules.

Professional Communication

Leaders strengthen their ability to translate data into clear, compelling messages that drive action. They explore how to tailor insights for different audiences, present findings with confidence and influence decision-making across teams. By improving how data is communicated, learners help organisations align stakeholders more effectively, reduce misinterpretation and ensure insights lead to meaningful, timely business outcomes.

Workshop 1: Working with Self

Before working with others, leaders are encouraged to consider and reflect on who they are as a leader ('I') and how self-awareness can support personal growth and development. Leaders will consider Transactional Analysis, exploring parent, adult and child ego states and how they can help us to think about our own states before engaging with others.

Demonstrating Data-Driven Thinking in Practice

Leaders develop a practical, structured approach to using data in everyday decision-making. They explore how to question data, challenge assumptions and apply analytical thinking to real business scenarios. This enables managers to move beyond basic reporting, embedding a consistent, evidence-based approach that improves problem-solving, strengthens judgement and drives more effective performance across their teams.

Workshop 2: Working with Others 1

This workshop considers the relationship ('We') with the other person. The workshop recognises that coaching skills and behaviours will be used in everyday engagements. Leaders will practise holding coaching models like GROW and solutions focused lightly to reflect the different types of conversations and engagements they will have with others.

Applying Data Skills in Business Scenarios

Leaders apply their data skills to realistic business challenges, using live scenarios to analyse performance, identify opportunities and recommend improvements. They practise turning data into actionable outcomes, linking insight directly to operational impact. This hands-on application helps organisations see immediate value, as learners translate their learning into practical improvements that enhance efficiency, decision-making and team performance.

Workshop 3: Working Within an Organisation

This workshop will focus on the 'They' system, enabling individuals to reflect on their experiences of applying coaching approaches within the organisation and with key stakeholders. Participants will benefit from practical coaching strategies they could use with their teams. The workshop will also consider how coaching skills and behaviours can be used to support change and/or challenge within organisations.

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This programme combines core management capability with essential data skills. Blending proven leadership foundations with practical analytics, reporting, and AI-enabled tools, it develops managers to confidently use insights to drive performance, inform decisions, and improve operational efficiency.

Key Benefits	Team Leader (Level 3)	Management, AI and Data Foundations (Level 3)
CMI Foundation Chartered Manager status (fCMgr)	✓	✓
CMI accredited Management modules: Managing Data and Information with AI		✓
'I, We, They' coaching series	✓	✓
Accredited 'Leader as Coach' qualification (Association for Coaching)		✓
Emerging Skills learning package (AI, Sustainability, Cyber Security, Microsoft Essentials)	✓	✓
Experienced Performance Coach throughout the programme	✓	✓



Transformative *technologies*.

Designed to make real-world impact, our on-demand, self-paced asynchronous modules build awareness of transformative technologies, with coverage of artificial intelligence and an evolving roadmap to explore digital twins, edge computing and other emerging technologies.

- ✓ Available to all learners at no extra cost
- ✓ Bespoke to BPP, developed by our expert data scientists
- ✓ Self-guided online learning to fit into any busy schedule
- ✓ Accessible anytime, anywhere via our virtual learning platform



Knowledge and skills gained

Focusing on practical application of technical and non-technical AI skills, the modules explore AI's capacity to optimise structured interactions, align governance frameworks, and deploy scalable solutions, with a significant focus on ethical considerations and operational efficiency.


- ✓ Ability to design and implement complex prompts for diverse use cases
- ✓ Understanding and application of HITL techniques and fact-checking principles
- ✓ Ability to conduct prompt A/B testing
- ✓ Understanding of AI governance frameworks and compliance requirements
- ✓ Ability to adapt AI messaging for different stakeholders
- ✓ Ability to assess AI ecosystems
- ✓ Understanding of API-driven generative AI (GenAI) benefits



Tools

Large language models (LLMs) (for example Copilot or Google Gemini)
No-code AI automation platforms (no prior coding knowledge required)

Optional masterclasses

 Live online sessions available every month

Example topics include:

- Data Leadership
- Ethical Hacking and Cyber Security
- Discovering and Analysing Market Trends
- Sustainable Technology and Green Computing
- Responsible AI
- Setting AI Strategy
- Emerging Landscapes – AI
- Quantum Computing Fundamentals

